

District Credit Cards

The superintendent will form regulations controlling the use of district credit cards, which District employees will comply with. Provided, such regulations must provide for receipt of an original invoice from the vendor in addition to the invoice from the credit card company and for payment of bills received from credit card companies within the time period provided by the credit card company. No service charges for late payments will be paid.

The following regulations will govern the use of district-owned credit cards:

1. All credit cards owned by the District will be kept in the superintendent's office in the custody of the encumbrance clerk unless the board authorizes otherwise.
2. Only the superintendent and those employees who have obtained a written approved purchase order shall have the authority to check out a District credit card and charge District expenditures on District credit cards.
3. Credit cards will only be used for District purchases; personal usage of District cards will not be permitted. Therefore, it will be the responsibility of any employee permitted to use a District credit card to ensure that when the invoices/receipts showing payment by a District credit card are presented to the designated central office employee upon return to work, that no personal items or non-District expenditures are included on the invoices/receipts charged to the District. **This will need particular review in the case of lodging and meal invoices. If a District credit card is used to pay for meals for more than one District attendee and there are individuals eating with the District attendee(s), meals for the non-District attendees shall be separately charged and paid through non-District payment.**
4. Those using cards must receive an original invoice/receipt from the vendor in addition to the credit card invoice customer copy, and, will ensure that the original invoice will include the date of the expenditure, the event/purpose of the usage of the credit card, and, in the case of payment for expenses of more than one District employee at the same event, such as payment for more than one employee/board member connected to the individualized expenditures. The employee using the District card will write such information on the invoice that is not included on the invoice by the vendor.
5. The Superintendent's designee will maintain a usage log for District credit cards that includes:
 - A. A description of the credit card checked out by either the name of the credit card company, or, if there is more than one credit card in the name of that company, the name of the credit card company and the number of the card;

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- B. The signature of the designated employee given use of the card;
- C. The date when the designated employee receives possession of the card;
- D. The purpose for which the card will be used;
- E. The date the card is to be returned to the office;
- F. The date the card is actually returned to the office; and
- G. Whether receipts for purchases were turned in with the card.

In regard to the usage of a gasoline credit card, the information also will include:

- H. The odometer reading of the vehicle upon the start and at the time of arrival back in Alva so that it can reasonably ascertained that the gasoline card was used for travel connected with the map mileage to and from the event and necessary mileage for travel after arrival at the event in connection with attendance at the event, such as travel to a meal site; and
 - I. A description of the vehicle.
1. The superintendent’s designee will verify receipts turned in for purchases. Receipts for gasoline purchases must include the vehicle description and odometer reading.
 2. Only the employee signing the usage log shall make purchases with the credit card.
 8. If the assigned non-gasoline credit card is made in the name of a District employee as well as the District, and an employee other than the employee whose name is listed on the credit card is provided usage of the card, the employee shall sign receipts as follows: “(name listed on District credit card) by (name of employee signing the receipt)”
 9. An employee will have the option of requesting approved travel by use of a District-owned vehicle or by use of the employee’s own vehicle.
 10. Failure to comply with this directive will require prompt reimbursement to the District of any personal charges made on a District credit card. Reimbursement does not bar the superintendent from imposing other disciplinary actions against the employee, including, any of the following, depending upon the various factors involved with the individual purchase(s):
 - A. Waiver of the privilege of using a District credit card in the future for the time set by the superintendent.
 - B. A warning through this policy of a recommendation for employment termination upon any future misuse of the District credit card; Or
 - C. A recommendation for employment termination.

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The last monthly salary payment will be withheld to an employee who is not in compliance with this regulation until appropriate reimbursement is made to the District by personal check and the check has cleared the bank. Provided, unless appropriate reimbursement is made to the District by personal check and the check has cleared the bank, payroll deduction from a final salary payment will be made if a recommendation for employment termination is approved by the board of education, with any balance to be paid by check. Reimbursement does not bar the district from imposing other disciplinary actions against the employee, including, as noted above, employment termination.

11. Bills received from credit card companies will be paid within the time period set by the company, if possible, but no service charges for late payments will be made.

Adopted: January 27, 2003

Revised:

Legal Reference:

Cross Reference: